



**OFFICE OF THE  
STATE AUDITOR**

## **Data Analyst Position**

**Deadline for Applications: January 10, 2020, at 5:00 p.m. or Until Filled**

The Office of the State Auditor seeks a qualified candidate to work as a Data Analyst. Our office provides Utah taxpayers and government officials with an independent assessment of financial operation, statutory compliance, and performance management for state and local government, and makes recommendations to improve the effectiveness of programs and efficiency of operations.

The incumbent will maintain current data flow and provide assistance and advanced knowledge in a comprehensive research project regarding the effectiveness of state and local government spending. The incumbent will be responsible for collecting, evaluating, and analyzing large amounts of data. Incumbents in this position make recommendations to the State Auditor and/or senior management, which may influence office decisions, programs, regulations, legislation, etc. The incumbent must obtain a working knowledge of rules, laws, policies, procedures and programs related to governments in the State of Utah.

This position requires a four-year college degree preferably in Economics, Finance, Public Administration or equal experience in analysis or investigation.

**Applicants must have a variety of skills, including:**

- Analyzing, summarizing, and reviewing data to identify trends, anomalies or possible errors.
- Experience with statistical programming/scripting languages, R strongly preferred.
- Familiarity with SQL
- Willingness and ability to adapt, troubleshoot and learn new skills.
- Ability to communicate complex, technical information in non-technical, layman's terms.
- Maintaining effective work relationships with the public, government personnel and co-workers.
- Managing and communicating progress on a variety of tasks and projects.

**Responsibilities in this position will include the following:**

- Performs quantitative analysis by applying appropriate protocols to analyze data to identify trends, anomalies or possible errors.
- Cleans, analyzes, summarizes, and/or reviews data; conducts statistical analysis, interprets results and/or makes recommendations for comparison or improvements.
- Contacts government personnel to collect or better understand financial data and processes.
- Answers technical/non-technical questions from state and local government entities.
- Monitors, documents and communicates non-compliance with financial reporting requirements.
- Assists government finance officers with ETL process (formatting, uploading and correcting financial data files).
- Maintains and documents R code and related policy and procedure and updates as needed.
- Applies enforcement or exemption policies.
- Works independently to execute projects or investigations as assigned.
- Other tasks as assigned.

**Send/email a cover letter, and resume to:**

Office of the State Auditor  
Attn: Tauna MacPherson  
350 N. State Street  
Utah State Capitol Complex  
East Office Building, Suite E310  
Salt Lake City, UT 84114  
[tmacpherson@utah.gov](mailto:tmacpherson@utah.gov) ▪ 801-538-1361

Salary : \$17 to \$30 per hour depending on experience  
Compensation includes comprehensive health, dental, and retirement benefits.

Start Date: Flexible. Preferably no later than January 27, 2020

The Office of the State Auditor participates in E-Verify. This is a career service exempt position. Incumbents placed in this title are appointed, non-classified, exempt from 67-19-12, and are required to be placed in a position schedule of AC (Employees in Offices of Elected Officials).

The Office of the State Auditor is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. In compliance with the Americans with Disabilities Act, the Office of the State Auditor provides reasonable accommodation to individuals with disabilities. For accommodation information or if you need an accommodation to complete the application process, contact the Office of the State Auditor at 801-538-1025.